

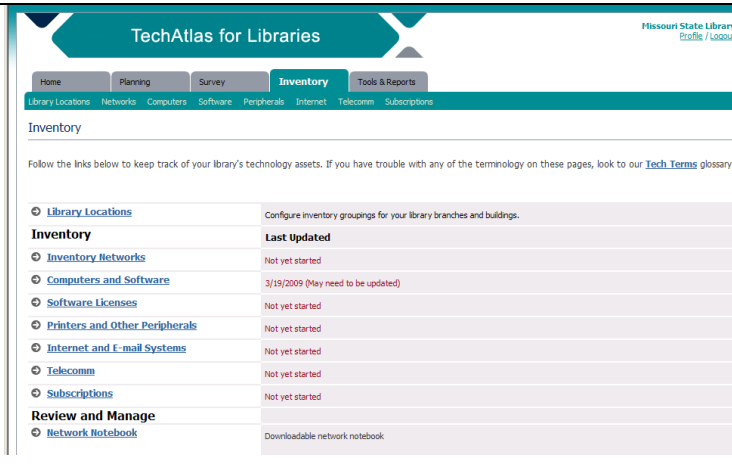
TechAtlas—Adding New Computers to Inventory and Opening the Inventory in Excel

Log into TechAtlas

Click on the “Inventory” tab.

Select “Computers and Software”

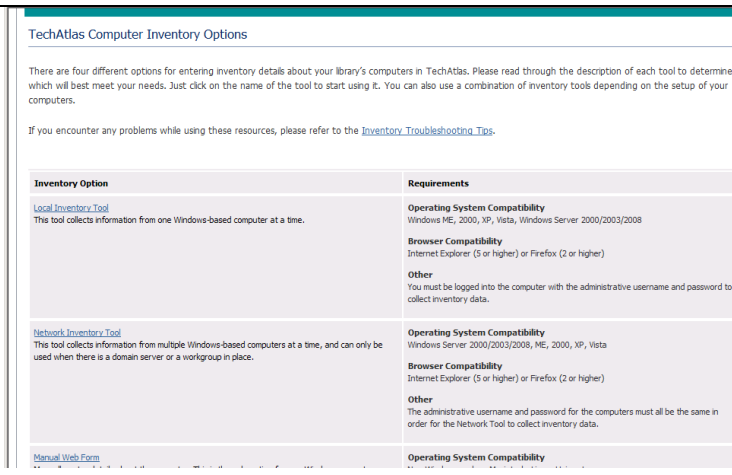
For small libraries, when we initially entered computers into inventory, most used the Manual method. For many, the “Local Inventory Tool” is very easy and will be used here.



Inventory	Last Updated
Library Locations	Configure inventory groupings for your library branches and buildings.
Inventory Networks	Not yet started
Computers and Software	3/19/2009 (May need to be updated)
Software Licenses	Not yet started
Printers and Other Peripherals	Not yet started
Internet and E-mail Systems	Not yet started
Telecomm	Not yet started
Subscriptions	Not yet started
Review and Manage	
Network Notebook	Downloadable network notebook

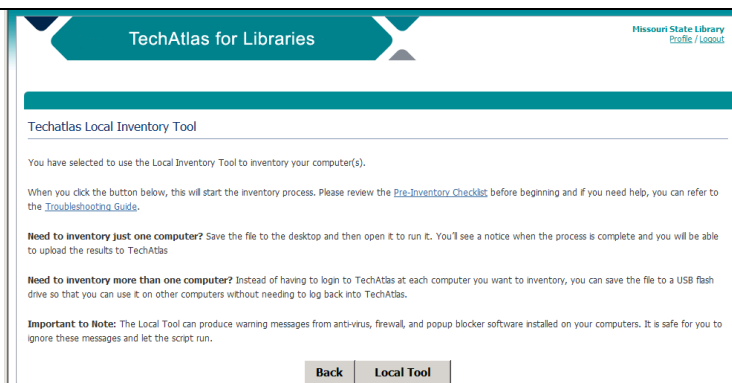
A USB “Thumb” drive is needed. Insert it into a USB port into an existing computer that is connected to a network. This does not have to be one of the new computers so this can be done in advance of receiving or setting up the new computers.

Select “Local Inventory Tool”



Inventory Option	Requirements
Local Inventory Tool This tool collects information from one Windows-based computer at a time.	Operating System Compatibility Windows ME, 2000, XP, Vista, Windows Server 2000/2003/2008 Browser Compatibility Internet Explorer (5 or higher) or Firefox (2 or higher) Other You must be logged into the computer with the administrative username and password to collect inventory data.
Network Inventory Tool This tool collects information from multiple Windows-based computers at a time, and can only be used when there is a domain server or a workgroup in place.	Operating System Compatibility Windows Server 2000/2003/2008, ME, 2000, XP, Vista Browser Compatibility Internet Explorer (5 or higher) or Firefox (2 or higher) Other The administrative username and password for the computers must all be the same in order for the Network Tool to collect inventory data.
Manual Web Form	Operating System Compatibility

Click on the “Local Tool” button



You have selected to use the Local Inventory Tool to inventory your computer(s).

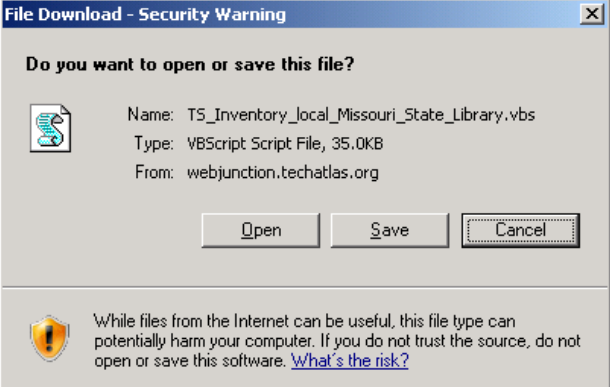
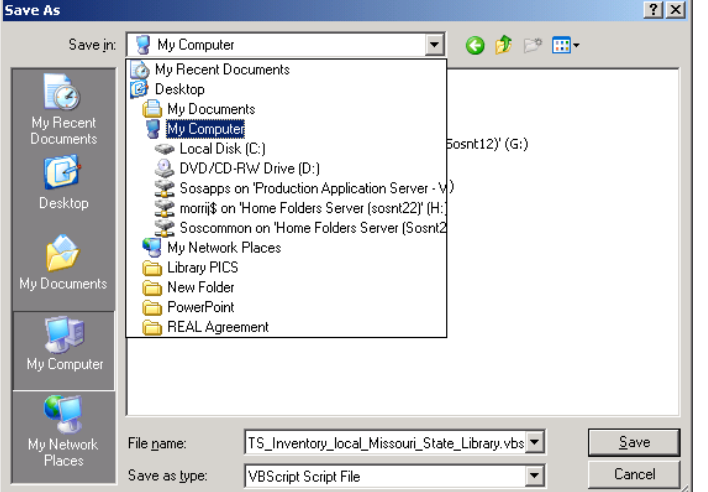
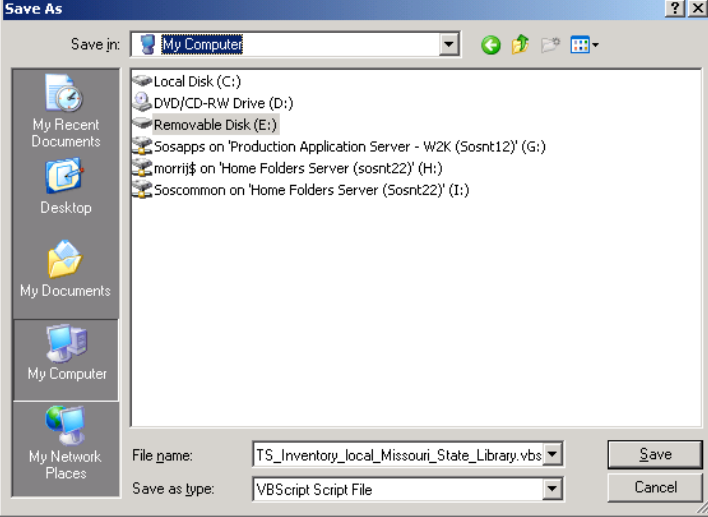
When you click the button below, this will start the inventory process. Please review the [Pre-Inventory Checklist](#) before beginning and if you need help, you can refer to the [Troubleshooting Guide](#).

Need to inventory just one computer? Save the file to the desktop and then open it to run it. You'll see a notice when the process is complete and you will be able to upload the results to TechAtlas

Need to inventory more than one computer? Instead of having to login to TechAtlas at each computer you want to inventory, you can save the file to a USB flash drive so that you can use it on other computers without needing to log back into TechAtlas.

Important to Note: The Local Tool can produce warning messages from anti-virus, firewall, and popup blocker software installed on your computers. It is safe for you to ignore these messages and let the script run.

[Back](#) [Local Tool](#)

<p>The message shown here will pop up. Choose to “Save” the file.</p> <p>This is a vbs (Visual Basic script) file, but the user does not have to know anything about Visual Basic to use this script!</p>	 <p>The dialog box is titled "File Download - Security Warning". It asks "Do you want to open or save this file?". It shows a file icon, the name "TS_Inventory_local_Missouri_State_Library.vbs", the type "VBScript Script File, 35.0KB", and the source "From: webjunction.techatlas.org". There are "Open", "Save", and "Cancel" buttons. At the bottom, there is a warning icon and text: "While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?"</p>
<p>Click on “My Computer” in the Save in drop down list.</p> <p>Then find the USB drive on the list that comes up. (See the next instruction for a view of what is similar to what comes up).</p>	 <p>The "Save As" dialog box shows "Save in:" set to "My Computer". A list of locations is displayed, including "My Recent Documents", "Desktop", "My Documents", "My Computer", "Local Disk (C:)", "DVD/CD-RW Drive (D:)", "Sosapps on 'Production Application Server - V)", "morrij\$ on 'Home Folders Server (sosnt22)' (H:", "Soscommon on 'Home Folders Server (Sosnt2", "My Network Places", "Library PICS", "New Folder", "PowerPoint", and "REAL Agreement". The "File name:" field contains "TS_Inventory_local_Missouri_State_Library.vbs" and the "Save as type:" is "VBScript Script File". "Save" and "Cancel" buttons are at the bottom right.</p>
<p>The USB drive will be a “Removable Disk (?:)” The letter of the drive will vary.</p> <p>When you have selected the USB drive, click on the “Save” button.</p> <p>(If the file was already saved on the USB drive, you will receive a request to “Save over” the file. If you do, click “Yes” to be sure it is the most recent file.</p>	 <p>The "Save As" dialog box shows "Save in:" set to "My Computer". The list of locations now includes "Removable Disk (E:)" along with the others from the previous screenshot. The "File name:" and "Save as type:" fields remain the same. "Save" and "Cancel" buttons are at the bottom right.</p>
<p>When the file has finished saving—takes only a few seconds, remove the USB drive from the computer. You may now use the USB drive file “TS_Inventory_local_YOUR LIBRARY NAME.vbs” file on the new computers, one at a time. The file can be run in one location or carried to the final home of the computers. Advantage to running them all at one location is that the computers can be added to inventory before delivering them to their final location. If all computers are inventoried at the “main library” there is one last step, assigning the computers to the right branch.</p>	

*Open each computer box and set it up on the network. Turn it on so that it is booted up.

Insert the USB thumb drive in a USB port.

Select “My Computer”

Select the drive with the USB drive in it.

Find the .vbs file and open it.

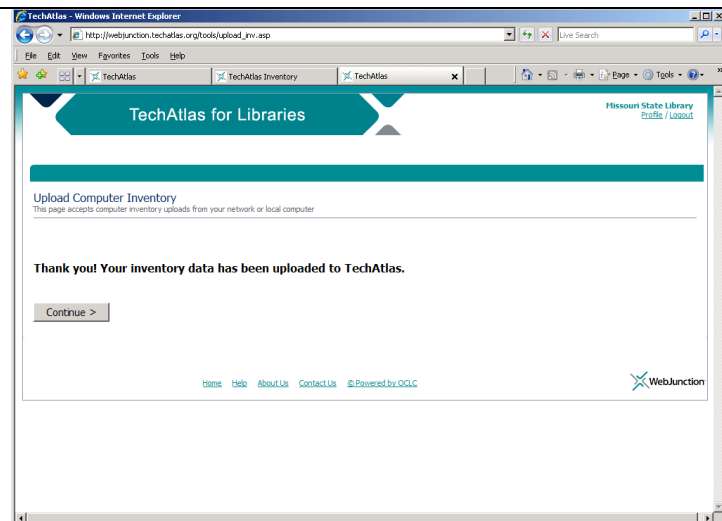
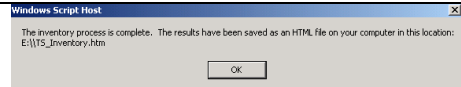
When it has finished, read the message and click OK

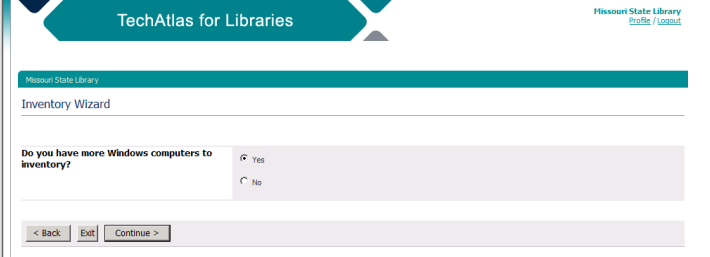
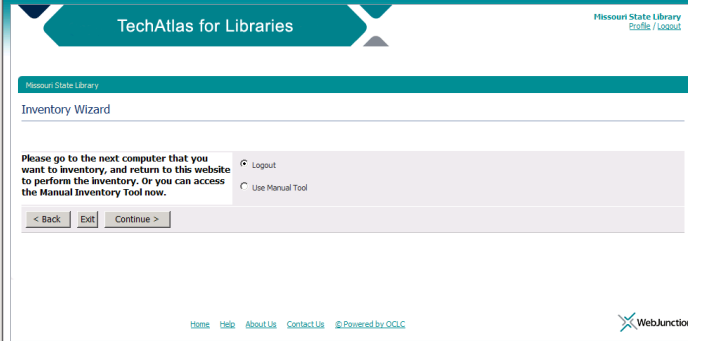
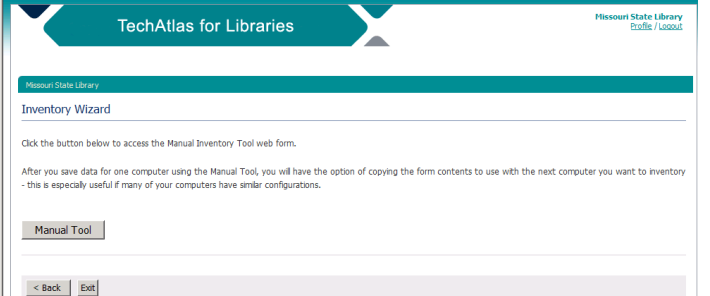
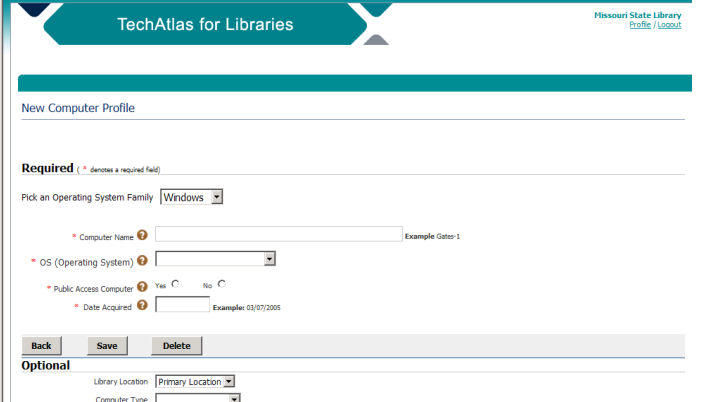
Behind the message, you will see the inventory for the computer. If the Computer Name is incorrect or will be changed when it goes to its permanent location, you can edit it here.

Click the “Upload” button to send the inventory to TechAtlas.

You will receive a “Thank you” message.

Click the “Continue>” button



<p>If you have more computer you will need to inventory, click “Yes”</p> <p>Click the “Continue>” button</p>	
<p>Click “Continue>” to Logout</p> <p>Repeat from the * until you reach the last new computer.</p> <p>When you reach the last computer, you will select “Use Manual Tool”</p>	
<p>Click on “Manual Tool”</p>	
<p>You will be brought to the Manual entry window.</p> <p>Select “Back” to return to the current inventory.</p> <p>You will see the computers that have been added by using the vbs script.</p>	

Use the “Organize Computers” link on the right to change the location of multiple computers.

Click on “Organize Computers”

TechAtlas for Libraries Missouri State Library Profile / Logout

Home Planning Survey **Inventory** Tools & Reports

Library Locations Networks Computers Software Peripherals Internet Telecom Subscriptions

Computer Inventory

This page stores information about all of the computers that you have inventoried so far.

If you have not inventoried any computers yet, use the **Inventory Computers** button below to begin an inventory for your library. For complete instructions on using the computer inventory tools, please read ["Inventory Computers in TechAtlas for Libraries"](#).

From this page you can:

1. Inventory computers by clicking the **Inventory Computers** button below.
2. Once you have inventoried all your computers, select the **Inventory Complete** checkbox at the bottom of the page.

Inventory Computers

Library Locations	Number of Computers
Primary Location*	2
Woffner Library	4
Total	6

Library Locations with No Computers Inventoried
No Library Locations with No Computers Inventoried

A list of all of your computers will come up on the screen.

Use the Library Location dropdown boxes to select the branch that the computers are assigned to, this is an easy way to change locations when a computer is moved from one branch to another.

Click the “Save” button to save your edits.

TechAtlas for Libraries Missouri State Library Profile / Logout

Organize Computers

This page will allow you to move computers to a new Library Location/branch and edit the Date Acquired, as needed. You can also edit the PAC column to specify which computers are designated for public access.

Computer Name	Date Acquired	PAC	Library Location
JEANHARRISON-PC	10/29/2008	<input checked="" type="checkbox"/>	Woffner Library
JEANHARRISON-PC	10/29/2008	<input checked="" type="checkbox"/>	Woffner Library
New HP	10/29/2008	<input checked="" type="checkbox"/>	Primary Location
New HP At Woffner	10/29/2008	<input checked="" type="checkbox"/>	Woffner Library
SOS1130	4/13/2007	<input checked="" type="checkbox"/>	Primary Location
SOS1130.sos.mo.gov	6/6/2007	<input checked="" type="checkbox"/>	Woffner Library

Save

Removing computers from Inventory—Notice under the “Organize Computers” there is a bullet that allows you to “Select Computers to Delete”

Using this option will display all of the computers and allow you to delete multiple computers at one time.

When all that are needed to be deleted have been selected, click on the “Delete Selected Computers” button.

You will receive a warning, click OK if you are sure you want to delete the selected computers from inventory.

TechAtlas for Libraries Missouri State Library Profile / Logout

Delete Computer Details

Click in the check box to select individual computers that you wish to remove from the inventory. You can also click on the "Select All Computers" button if you want to remove all of the computers from inventory.

<input type="checkbox"/> Select/Unselect All	Computer Name	Library Location	Date Acquired	Operating System	PAC
<input type="checkbox"/>	JEANHARRISON-PC	Woffner Library	10/29/2008	Windows Vista	Yes
<input type="checkbox"/>	JEANHARRISON-PC	Woffner Library	10/29/2008	Windows Vista	Yes
<input type="checkbox"/>	New HP	Primary Location	10/29/2008	Windows Vista	Yes
<input type="checkbox"/>	New HP At Woffner	Woffner Library	10/29/2008	Windows Vista	Yes
<input type="checkbox"/>	SOS1130	Primary Location	4/13/2007	Windows XP	Yes
<input type="checkbox"/>	SOS1130.sos.mo.gov	Woffner Library	6/6/2007	Windows XP	Yes

Delete Selected Computers

[Back](#)

Windows Internet Explorer

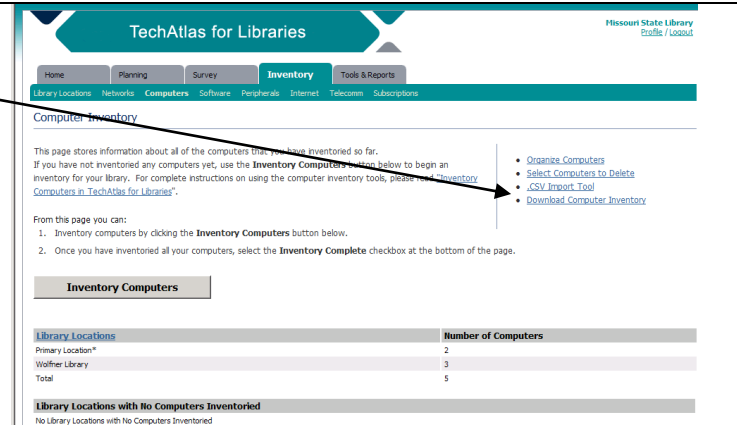
Are you sure you want to delete the selected computers from your TechAtlas inventory?

OK **Cancel**

Printing a new Inventory

Select “Download Computer Inventory” to download a new spreadsheet of the inventory.

You can manipulate the spreadsheet to organize by branch, etc. within Excel.



You will receive a message. If your blocking software blocks the download, right click on the “Yellow” line above the screen and select “Download File”

A File download box will prompt you to either “Open” or “Save” or “Cancel” the download.

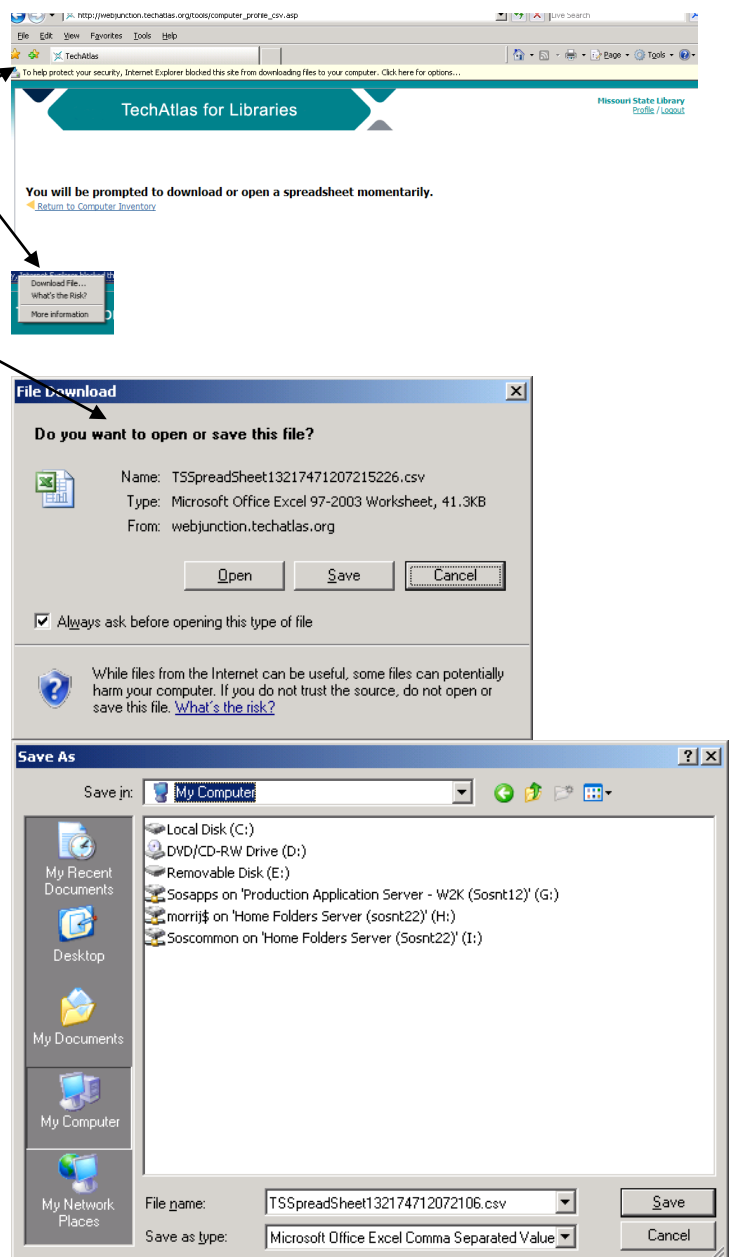
If you choose “Open” the spreadsheet will open shortly.

If you choose “Save” the spreadsheet “Save As” box will open so you can name the spreadsheet and select a “Save In” location to which it should be saved.

The name assigned to the file is a bit cryptic, so you may want to change it to something identifying it as the computer inventory for your library and the date it was taken. It will be a CSV file, and will open in Word.

XYZ_Library_Computer
Inventory_7_31_09.csv

Click “Save” to save the file.



When the Download is complete, you can “Open” the file and it will open in Word as a .csv file.

To change it to Excel, save the Word document by using File, Save As, change the “Save as Type” to .xls, rename it if necessary, click on “Save”

